

## **SELECTMEN'S MEETING**

### **May 3, 1999**

**MEMBERS PRESENT:** Douglass Barker, Margaret Crisler, Galen Stearns and Christopher Doyle. Carolyn Webber was not present. David Sullivan, Town Administrator, was also present. Meeting commenced at 7:00 pm.

**NON-PUBLIC SESSION** - Mr. Stearns motioned to go into non public session in accordance with RSA 91-A:3, IId. Mrs. Crisler seconded Roll Call - all members - yes. The Board, Mr. Sullivan, Mrs. Surette, Cherie Howell, Fred Noyles and Susie Noyles were in attendance. Subject was land acquisition. Mrs. Crisler motioned to authorize the Conservation Commission to proceed with the land acquisition as discussed in non- public session. Passed unanimously.

**ANNOUNCEMENTS:** Congratulations to Shelly Devlin Buxton on winning the Mrs. New Hampshire title.

Town Clerk's Office will be closed on May 6th for training. Also, the Town Clerk reminds residents to license their dogs this month. Beginning in June, fines will be assessed.

Tax Collector's Office will be closed on May 6th also as the Tax Collector will be attending a seminar on the new tax changes due to legislature's recent decisions on school funding.

Notice from Sandra Champagne, Tax Collector, stating tax bills will go out on time and be due on July 1st.

Police Officer Comeau, Windham Police Association, announced an Open House at the Police Station on May 16th from 10:00 am to 3:00 pm. Tours of the station, fingerprinting of children, K-9 demonstrations and other activities will be offered. All are invited and encouraged to come! Light refreshments - popcorn and soda will be available.

**LIAISON REPORTS:** Margaret Crisler stated that the Planning Board has scheduled a meeting with the DOT on May 6th and have invited the Selectmen to attend. This will be a workshop to discuss various issues including proposed building on State roads and expansion of I 93.

Mrs. Crisler further stated that the Planning Board schedule is getting very busy - new subdivisions. Check schedules in local papers. Also the Planning Board is taking an interest in light pollution.

Mr. Barker reported that the annual road tour was done last week and the appropriate parties will work on the resolution of the problems discovered.

**GRIFFIN PARK UPDATE:** Rick Hancock, Chairman, updated the Board on the progress of the Committee. Mr. Hancock told the Board that the timeline on the Master Schedule should be achievable. Dates included: June 1 - Request Bids; July 15 - Bids Due Date and July 21 - Award Contract.

Mr. Hancock told the Board that the Committee would like to hire a professional consultant. They feel that they, as volunteers, now need professional expertise. Mr. Hancock told the Board the qualifications of the consultant they wish to hire and that the consultant services should cost approximately \$5,000. He further requested that the bid process to hire this consultant be waived. Mr. Stearns motioned to waive the bid process and authorize the Committee to use the consultant of their choice for fees up to \$5,000. Mrs. Crisler seconded. Mr. Turner asked if there was a scope of work for this position. Mr.

Sullivan stated this is being done. Mr. Sullivan asked the Board if more funds are required for the consultant, would this be considered a change order or if they need to come back to the Board for approval. Board agreed it would be a change order. Mr. Barker requested budget tracking throughout the project. Motion passed unanimously.

**SEARLES SCHOOL:** The Historic District Commission requested a waiver from the site plan approval process for construction of a 30 space gravel parking lot and a secondary request for the waiver of any fees should they be required to go through the site plan review process.

The Board discussed various aspects of this project including the parking problem at Searles, gravel versus paved parking spaces, historic nature of the building and better scheduling of events (especially with the soccer schedule). They also discussed how the area could be cleaned up and allow for temporary parking while the site plan process is on-going. Mrs. Crisler stated that local businesses would be required to have site plan approval for this type of project and thought this project should have their approval. Mr. Doyle and Mr. Stearns agreed. Mr. Doyle noted he was in favor of waiving the associated fees.

Mrs. Crisler motioned to have full site plan approval for proposed parking area at Searles School. Mr. Stearns seconded. Passed unanimously.

Mrs. Crisler motioned to waive fees associated with site plan approval for the Planning Board. Mr. Doyle seconded. Passed unanimously.

Mr. Sullivan noted that the more immediate issue is that there is no time for a formal bid to clean the area before two scheduled events later this month. Mr. Stearns motioned to authorize Mr. Sullivan to improve the area (including leveling) and waive the bid process for same. Mrs. Crisler seconded. Passed unanimously.

**FIREFIGHTER MECHANIC ADA JOB DESCRIPTION:** The Board reviewed a proposed Firefighter Mechanic ADA job description. Mr. Stearns questioned the supervision and who is responsible for overall vehicle maintenance. Mr. Sullivan stated that a lieutenant supervises and is responsible. Mr. Stearns moved and Mrs. Crisler seconded to approve job description for the Firefighter Mechanic. Passed unanimously.

**MINUTES:** Mr. Doyle motioned to approve the minutes of April 19, 1999. Mr. Stearns seconded. Passed unanimously.

**CORRESPONDENCE:** Memo received from the Planning Director, Alfred Turner, stating that the meeting room at the Planning Department is needed for department use and requested that meetings normally held there be moved. It was agreed that the major boards - Planning, Board of Adjustment and Conservation meetings will be held at the Town Hall. The Town Hall meeting room will not be available for other groups Monday through Thursday evenings commencing June 1st. Other groups presently using the Town Hall meeting room will be notified of this decision this week.

**OLD BUSINESS:** Dumont Building Permit - Pine Hill Road. Board has reviewed draft of an agreement from the Dumonts. Mr. Stearns noted this agreement is only for the front lot and questioned if it should also include Mr. Dumont's other lot. Mr. Sullivan explained that legal counsel stated that only the new lot can be addressed in this agreement. After further discussion, Mrs. Crisler motioned to approve the building permit conditional on receipt of the signed agreement. Mr. Stearns seconded. Passed unanimously. The Town will record the document with the Registry.

Reuse of Fire Station - Mr. Stearns motioned and Mrs. Crisler seconded to create a Reuse Committee

with Mr. Sullivan, Mr. Turner, Mr. Barlow, Mr. Barker and Ms Webber as the members with their report due by July 15th. Passed unanimously.

Bell Road - Request received from Mr. & Mrs. Terry of Bell Road for the Board to reconsider designating Bell Road as an Emergency Lane due to its access to the water. The Board reiterated that the public need criteria was not there. No change to their decision of two weeks ago was made.

Financial Advisory Service Agreement - Mr. Sullivan told the Board that he has met with at least five financial institutions and is recommending Citizens Bank as financial advisor for the Fire Station, Griffin Parking and refinancing of the existing Police and Library bonds. The cost of these services is \$4,000. In addition the Town will be paying \$6,500 to be rated by Moody Investment Services and \$3,000 for Bond counsel services. Mr. Stearns motioned to authorize Mr. Sullivan to execute agreement with Citizen Bank Moody Investment and Bond Counsel as described above. Mrs. Crisler seconded. Passed unanimously.

**OTHER BUSINESS:** Mrs. Crisler questioned if we have the deeds to the roads they recently accepted. Mr. Sullivan acknowledged that we do have the deeds, however the Board needs to hold a public hearing to formally accept the roads. The public hearing will be scheduled as soon as possible.

Mrs. Crisler stated that on the road tour, some trees on East Nashua Road were identified to be removed when proposed road work is done later this year. She now would like to discuss it further. It was agreed that Mrs. Crisler will meet with the Road Agent and follow up on this matter.

Mr. Sullivan informed the Board that they will receive a long range meeting agenda later this week.

Pam Skinner invited the Board and Mr. Sullivan to meet with former Vice President, Dan Quayle this Friday from 5:00 to 7:00 pm at Senior Center.

**NON-PUBLIC SESSION:** Mr. Stearns motioned to go into non-public sessions in accordance with RSA 91-A:3, IIa and d. Mr. Doyle seconded. Roll call vote - all members - yes. The Board and Mr. Sullivan were in attendance in the personnel session and Mr. Turner was also in the second session. Subjects were personnel and land acquisition.

Mr. Sullivan recommended the hiring of Robert Nickolson as a intern for the summer. Mr. Stearns motioned to hire Mr. Nickolson as recommended by Mr. Sullivan. Mr. Doyle seconded. Passed unanimously.

The Board discussed possible sites for a salt shed and Mr. Turner will follow-up.

Respectfully submitted,

Kathleen Davis  
Administrative Assistant

**NOTE:** These minutes are prepared in draft form and have not been submitted to the Board for approval.

